

- (e) A form on which the owner may explain the reasons why the nomination should be approved or denied.

Applications for HPO designation shall not be required to comply with signage or other requirements of Subsection 2.4.1, Zoning Ordinance Text and Zoning Map Amendments.

(11) Interim Controls

- (a) After BOMA has considered an ordinance to modify an HPO District at first reading, the interim controls described in this subsection shall be in effect.
- (b) The interim controls require all permits for construction, repairs, alterations, additions, stabilization, restoration, rehabilitation, demolition or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness requirements in Subsection 2.4.9, Certificate of Appropriateness in an HPO District, unless the proposed designation is denied by the BOMA.

3.4.3 NCO—Neighborhood Conservation Overlay District

(1) Purpose

The purpose of the Neighborhood Conservation Overlay District, hereinafter referred to as the “NCO District”, is to provide for the conservation of older neighborhoods or areas where, due to unique characteristics as provided for in paragraph (2) below, the neighborhood or area is determined to be of particular value to the city, such that the character of the neighborhood or area merits special protection, even though such neighborhood or area is not designated as a historic district.

(2) Designation Criteria

To be designated as an NCO District, the area shall meet the following criteria:

- (a) Contain a minimum of one block face (all the lots on one side of a block);
- (b) At least 75 percent of the land area in the proposed district is improved or developed; and
- (c) Possess one or more of the following distinctive features that create a cohesive, identifiable setting, character, or association:
 - (i) Scale, size, type of construction, or distinctive building materials;
 - (ii) Lot layouts, setbacks, street layouts, alleys, or sidewalks;
 - (iii) Special natural or streetscape characteristics, such as creek beds, parks, gardens, or street landscaping;
 - (iv) Land use patterns, including mixed or unique uses or activities; or
 - (v) Abuts or links designated historic landmarks and/or districts.

(3) Zoning Designation

- (a) Separate ordinances are required to designate each district. Ordinances designating each NCO District shall identify the designated district boundaries and specify the individual purposes and standards for that individual district.

- (b) The zoning designation for property located within an NCO District shall consist of the base district symbol and the overlay district symbol (NCO) as a suffix. NCO Districts shall be numbered sequentially to distinguish among different districts (e.g., GR (NCO-1), R-2 (NCO-2), etc.).
- (c) Except as modified by this subsection, the procedures for zoning changes set forth in Subsection 2.4.1, Zoning Ordinance Text and Zoning Map Amendment, shall otherwise apply to the designation of an area as an NCO District.

(4) Application Procedures

- (a) A proposal to designate an area as an NCO District may be initiated pursuant to Subsection 2.4.1, Zoning Ordinance Text and Zoning Map Amendment, or at the request of property owners representing at least 51 percent of the total number of parcels or lots within the proposed district.
- (b) Following the initiation of the NCO District designation, the Planning Department shall develop maps, descriptive materials, and development standards for the proposed district that include:
 - (i) Maps indicating the boundaries, age of structures, and existing land use;
 - (ii) Maps and other graphic and written materials identifying and describing the distinctive neighborhood and building characteristics of the proposed district; and
 - (iii) Development standards for new construction, additions, or alterations to the street façades of existing buildings or structures within the proposed district.
- (c) The development standards shall be approved with a zoning map and zoning text amendment ordinance creating the NCO District.

(5) Development Standards

- (a) The NCO District development standards approved as part of the zoning ordinance creating an NCO District may include development standards that supersede or augment the dimensional standards of this chapter and the development standards of Chapter 5: Development Standards.
- (b) The NCO District development standards shall not apply to those activities that constitute ordinary repair and maintenance.
- (c) The NCO District development standards may restrict or expand any of the use regulations of this chapter, Chapter 4: Use Regulations, or Chapter 5: Development Standards.

(6) Administration of the NCO Ordinance

No Building Permit shall be issued for new construction, expansion, or alteration of a structure within an NCO District unless the proposed plan complies with the development standards adopted as part of the NCO District ordinance as determined by the Codes Department.